

SUPERVISION NOTES

I. Personal

A. Off Job -- Paternalism

1. Most difficult and sensitive of all
2. Best approach--be sensitive to his behavior patterns--get to know him as well as possible--problem of familiarity--effect on work

Money
Drinking
Family--health, behavior
Outside Activities

3. Two impacts --

Security
Performance

B. On Job

1. Firmness, honesty, impartiality
2. Setting an example
3. Relations with others
4. Leave, lunches, coffee breaks (watch the opposite as well)
5. Attitudes, appearance
6. Transportation?

SUPERVISION NOTES (continued)

II. Employee

A. Performance --

1. This is what we usually think of as a supervisor -- but
if performance is below standard

do we know why -- ?

Understanding -- ?

Motivation -- ?

Attitude -- ?

Guidance and instruction -- ?

Qualifications -- ?

Systems and procedures -- ?

Quality vs. quantity

2. In-house or OTJ training
3. What does he have to say about it?
4. Discussion with employee -- frequency
--FR ? --
5. Example!

III. Development

- A. Delegation -- keep him extended a little -- in anything other
than straight routine production there is always room for
initiative--imagination, creation--
- B. Formal training inside and outside, all the usual--but nothing
like stretching him --